

Instructions for filing an Application for Professional Corporation, Limited Liability Company and Limited Liability Partnership.

Read and meet requirements of Admission and Discipline Rule 27 (enclosed).

Complete and File with Board of Law Examiners:

1. The original and one copy of the completed Application for Professional Corporation, Limited Liability Company, or Limited Liability Partnership. Attach a listing, in the format of the enclosed sample, of all Indiana and non-Indiana attorneys. Include the \$200 filing fee along with \$10 per attorney being certified, payable to the Indiana State Board of Law Examiners.
2. The original and one copy of the completed Clerk of the Supreme Court Certificate that all Officers, Directors, Shareholders, Members, Partners, Other Equity Owners and Lawyer Employees required to be licensed are licensed to Practice Law in the State of Indiana. Attach a listing, in the format of the enclosed sample, of Indiana attorneys. Include a \$1 fee per attorney being certified, payable to the Clerk of the Supreme Court.
3. An original and one copy of the Disciplinary Commission of the Indiana Supreme Court Certificate that No Disciplinary Action is Pending Against Any of the Officers, Directors, Shareholders, Members, Partners, Other Equity Owners, or Lawyer Employees required to be licensed in the state of Indiana. Attach a listing, in the format of the enclosed sample, of Indiana attorneys.
4. Proof of Insurance (copy of signed declarations page) or "Other Form of Adequate Financial Responsibility" (notarized Affidavit created by PC/LLP/LLC) showing compliance with Admission and Discipline Rule 27, Sections (g) and (h).
5. An original and three copies of the Articles of Incorporation (PC), Organization (LLC), or Registration (LLP) together with the fee of \$90.00, payable to the Secretary of State. The appropriate forms can be obtained from the Secretary of State, Corporations Division.
6. Submit **all** completed forms and fees (including Articles of Incorporation/Organization/ Registration, Clerk certification and Disciplinary Certification) to:

**Indiana State Board Of Law Examiners
1070 South Tower
115 West Washington Street
Indianapolis, IN 46204**

CHECKLIST OF FEES:

- ___ \$200 plus \$10 per Indiana attorney being certified, payable to the Board of Law Examiners
- ___ \$1 per Indiana attorney being certified payable to the Clerk of the Indiana Supreme Court
- ___ \$90 payable to the Secretary of State

Upon approval of the Articles of Incorporation/Organization/Registration by the Secretary of State, the State Board of Law Examiners will issue a Certificate of Registration. All receipts and certificates, along with a file stamped copy of the Articles of Incorporation/Organization/Registration will be mailed to the PC/LLC/LLP.

PLEASE ALLOW FIFTEEN (15) DAYS FOR PROCESSING.